

**TOWN OF TOWNSEND**  
**June 1, 2011**  
**Special Meeting**  
**Re-Organizational Meeting**  
**Council Meeting Agenda**  
**Minutes**

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**7:00 pm – Special Meeting**

- I. Call to Order:** 7:01 pm
  - II. Roll Call:** Mayor John Hanlin, Councilwoman Sandy Sturgis, Councilmen John Ness and Steve High, Manager Dawson Green, Engineer Tom Wilkes, Secretary Cathy Beaver
  - III. Visitors:** Incumbent Dwain Haines, Bud Higgins, Larry Rocke, Mrs. Ness, Mrs. Hanlin and 3 daughters, Lorraine Gorman and Jen from the Transcript.
  - IV. Consideration for 2011-2012 Budget Approval:**
    - a. Hanlin said Mr. Green, Azure and himself sat down a week ago Friday and hammered out the potential budget for FY 2011-2012. Council met last Wednesday to finalize it and will hopefully approve the budget tonight.
    - b. Ness motioned, Sturgis seconded to approve the FY 2011-2012 budget.
    - c. Discussion – Sturgis asked if the water amount includes getting the water turned on at the park and Hanlin said it doesn't include it.
    - d. Tom added it shouldn't be much.
    - e. Sturgis asked to raise line 6400.0, water, to \$1,000.00 even and said we will only be using the water in the park in the summer.
    - f. High added he feels the amount is too low.
    - g. Sturgis agreed and it was decided to raise the amount to \$2,000.00.
    - h. Sturgis asked to raise line 6560., payroll salaries by \$1,000.00 in the event a part time park person is hired. This additional amount of \$1,000.00 will be specifically for part time help specifically for the park. It will bring the payroll salaries up to a total of \$170,000.00 even.
    - i. Hanlin said Azure will have to create a sub-section for this since it is dedicated for part time park help.
    - j. Vote: ayes – unanimous with the 2 changes added.
  - V. Adjournment:** 7:10 pm, Sturgis motioned, Ness seconded with unanimous vote.
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**7:15 pm - Re-Organizational Meeting**

- I. Call to Order:** 7:16 pm
- II. Roll Call:** Mayor John Hanlin, Councilwoman Sandy Sturgis, Councilmen John Ness and Steve High, Attorney Fred Townsend, Engineer Tom Wilkes, Manager Dawson Green, Secretary Cathy Beaver, 12 visitors
- III. Introduction of New Council Members:**
  1. Hanlin stated Councilwoman Karen Jennings could not attend the meeting tonight but was sworn in last week.
  2. Hanlin introduced the new council, Councilwoman Sandy Sturgis, Councilman John Ness, Councilman Steve High, and Councilman Dwain Haines. Also, Councilwoman Karen Jennings.
  3. Hanlin thanked everyone for supporting him this last year as Mayor and stepped down from the table.
  4. Sturgis told Hanlin he couldn't get away that easy, the two of them came in front of Council table and Sturgis read the following resolution written for John Hanlin and presented it to him:

**RESOLUTION 2011-01**

WHEREAS, John D. Hanlin, II served as Councilman of the Town of Townsend for six (6) years; and  
WHEREAS, John D. Hanlin, II was nominated by Council to serve one (1) year as Mayor of Townsend; and  
WHEREAS, John D. Hanlin, II felt it was an honor to serve the Town of Townsend; and  
WHEREAS, John D. Hanlin, II worked tirelessly on the Streets Committee for six (6) years to ensure safe streets for the residents; and

WHEREAS, John D. Hanlin, II and his lovely wife Diane and four (4) daughters gave up many quality hours together to ensure John could dedicate the time needed to serve the constituents as Councilman, culminating as Mayor, to ensure the quality and comfort of life for all residents of Townsend were met to the best of his ability; and

WHEREAS, John D. Hanlin, II chose not to run for re-election for Councilman for the Town of Townsend on May 7, 2011, but will remain active in the Community;

NOW, THEREFORE, BE IT RESOLVED that Councilwoman Sandra J. Sturgis, Councilwoman Karen Jennings, Councilman John Ness and Councilman Steve High, along with the Town Staff and Town Residents would like to thank John D. Hanlin, II for his six years of service and dedication, and wish him and his family the best in the future.

Dated: June 1, 2011

5. Sturgis, Jennings, Ness and High all signed the resolution.
6. High then came around the table and gave Hanlin his brass nameplate and the Mayor gavel and block. He said he needs something other than these for his mantle and presented him a crystalline statue from the Town.

7. Hanlin said it has been a long 6 years, he has met some wonderful people, will be hard not being behind the table. His biggest thanks go to his family and 2 special thanks to his parents who aren't here and would be truly amazed at what he has done with his life.

**IV. Oath of Office for Newly Elected Council Members:**

1. John Ness and Dwain Haines read their oath of office and were sworn into office by Beaver.
2. Both took their seats behind the table.

**V. Adjournment:** 7:30 pm, Ness motioned, High seconded with unanimous vote.

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**7:30 pm – Council Meeting**

**I. Call to Order:** 7:33 pm, Sturgis as senior Councilwoman/man called the meeting to order.

**II. Opening Ceremonies**

- a. Roll Call: Councilwoman Sandy Sturgis, Councilman John Ness, Councilman Steve High, Councilman Dwain Haines, Attorney Fred Townsend, Engineer Tom Wilkes, Manager Dawson Green, Secretary Cathy Beaver (Councilwoman Karen Jennings unable to attend meeting)
- b. Pledge of Allegiance: The pledge was said
- c. Recognition of Visitors: 15 visitors

**III. Additions/Deletions to Published Agenda:**

- a. Sturgis asked Council if Quinn could be moved up to now on the agenda.
- b. High asked to move the procurement policy to the workshop so Haines has time to review it.
- c. Sturgis is deleting the E&E and the Project 19734 committee as Jennings not here.
- d. Ness asked to delete the police committee as Lt. LaMarche unable to attend.
- e. Ness motioned, High seconded with unanimous vote to accept the agenda with the changes.

**IV. Quinn Johnson:**

- a. Quinn asked Hanlin to come back to the front of the room.
- b. Quinn read the following tribute from the House of Representatives and presented it to Hanlin.
  - Be it hereby known to all that the House of Representatives acknowledges John Hanlin, Mayor of Townsend – 1 year, Townsend Town Council Member – 6 years
  - We recognize this individual for his many years of dedicated service. His involvement in the issues and concerns of the residents of this area has made a positive difference in the community. His outstanding commitment and leadership is to be commended.
  - The House of Representatives extends its sincere appreciation and directs this tribute be issued on the 1<sup>st</sup> day of June 2011.
- c. This tribute is signed by Robert F. Gilligan, Speaker of the House, Richard L. Puffer, Chief Clerk of the House and Representative S. Quinton Johnson, IV, Sponsor of the Tribute.
- d. Hanlin thanked Quinn for his friendship and help through the years and asked him to also thank Bethany Hall-Long for all her help. Hanlin stated Bethany and Dave Anderson, our previous attorney were a huge help to him when he started on Council.

**V. Council Minutes –** May council minutes (on back table, approved at workshop)

**VI. Unfinished Business**

- a. Procurement Policy Approval – Councilwoman Sandy Sturgis & Councilman John Ness
  - Removed until the workshop so Haines has time to review

**VII. New Business**

- a. Sporting Goods Store – Councilwoman Sandy Sturgis
  - Sturgis told the residents that Council has had a request from Brian Hayes, the owner of Diamond State Motors to expand his business and turn the upstairs into a sporting goods store. He will sell camping, fishing, and hunting equipment.
  - Fred has given us a letter of zoning approval for Mr. Hayes.
  - Mr. Hayes added that he hopes to sell guns also, once all the state approvals come in.
  - Sturgis said she wanted residents aware of a new business coming to Town and that there is nothing in our charter of codes that prevents this type of business.

**VIII. Reports of the Officers**

- a. State Police: Lt. LaMarche – not at meeting.
- b. State Representative: Quinn Johnson:
  - The re-districting is done. With this, Quinn will no longer be representing Townsend. We will now be part of the 11<sup>th</sup> district and a new person will be elected in November 2012 who will represent this area. Until then, Quinn will still be with us. He said he has many irons in the fire that he wants to see completed. He also assured the residents that he will be there to guide and help the new representative.
  - The legislators had no hand in the re-districting. It was done to make the districts more even.
  - Still working on finalizing the budget.
- c. Townsend Fire Department: Keith Shoemaker/Jeff Dawson
  - Apologized for the heat, air should be on for the July meeting.

- Councilman Haines still has Spring Fling tickets for sale. The event is June 18, 2011.
- IX. Reports**
- a. Fred Townsend III, Attorney: nothing to report.
  - b. Tom Wilkes, Engineer:
    - Have received some of the streetscape comments from DelDot, still waiting for the rest.
    - TVII West developer of Phase I has a contract with Beazer Homes to sell them lots at a rate of 3 per quarter. Beazer Homes will build a model home and put up a sales trailer. (This is in the area where the geese were).
  - c. Dawson Green, Town Manager:
    - The complaint form has been finalized and there are some on the back table. You can also get it online or at the office.
    - The biggest complaint so far is tall grass. The developers are slowly but surely working on maintaining their areas of responsibility.
    - Talked to DelDot about the signs on Wiggins Mill Road, waiting to hear back.
    - Lorraine Gorman stated she is very happy about all the properties that have been posted but wants to know when they will be mowed.
    - Green stated we are working on them.
- X. Committee Reports** – Sturgis stated there are no names on any of the committees. The committee re-organization will be done at the June 22, 2011 workshop.
- a. Finance Committee: Chair – no monthly report, FY 2011-2012 budget approved earlier.
  - b. Streets Committee: Chair – nothing
  - c. Storm Water Management Committee: nothing
  - d. Zoning Committee: Chair - nothing
  - e. Health & Public Welfare Committee: nothing
  - f. Energy & Environment Committee – Chair – nothing
    - Townsend Wildlife Habitat Project
    - Astronomy Night in the Park
  - g. Veteran Affairs Committee – nothing
    - Project 19734 Soldier Support – care packages
    - High stated he gave Cathy the names of 3 Townsend area soldiers who are in training to be deployed now. As soon as he has their addresses he will pass them on so the Town can send care packages.
  - h. Police Committee: Chair – Ness asked residents to contact the police if they see anything suspicious.
    - Townsend Community Watch – will start being active again in the evening with summer upon us. If interested in joining, email or call Ness.
  - i. Parks & Recreation Committee - nothing
- XI. Announcements:** Sturgis read the following announcement.
- a. There will be a special meeting held at the Town Hall on Friday, June 3, 2011 for Council to elect a Mayor to serve a one (1) year term.
- XII. Citizens Comments & Participation:** nothing
- XIII. Adjournment:** 7:45 pm, Ness motioned, High seconded with unanimous vote to adjourn and go into executive session.
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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS WITH THE TIME TO BE DETERMINED